

*Peary*  
*Rita*  
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Chief, Administrative Services

Chief of Procurement

Additional Functions of Building Supply Officers

*R. J. [unclear]*  
18 September 1951

1. As a result of a recent meeting attended by representatives of the Procurement Office, Advisor for Management, and ADMIN/OSO, the Building Supply Officers have acquired the additional duties of initiating all requests for moves, involving movement of furniture, telephones, buzzer systems, and installation or removal of partitions. The Building Supply Officers will also initiate all requests for building repairs and maintenance service which includes installation of fans, air conditioners, electric outlets, redecorating, etc.

2. In order that these additional functions may be properly executed, it is requested that requests for services listed in paragraph 1 above be accepted only from the Building Supply Officers concerned.

3. For your reference and information, the buildings presently under the jurisdiction of Building Supply Officers and other pertinent information is furnished:

Building	Building Supply Officer	Room Location	Extension
25X1A9a K and L	[REDACTED]	1315 L	2507
I and J	[REDACTED]	2061 I	2820

4. Effective 24 September 1951, a Building Supply Officer will be established for North, Central, Administration, South Buildings and 2210 E Street with office located in Room 302 North Building, extension 650. It is, therefore, requested that effective that date all requests for services listed in paragraph 1 above be accepted only from said Building Supply Officer.

[REDACTED]  
25X1A9a

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